

Membership Balance Plan  
Board on Coastal Engineering Research

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to 33 U.S.C. § 426-2, and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Board on Coastal Engineering Research (“the Board”), a non-discretionary advisory committee.
2. Mission/Function: The Board shall provide the Coastal and Hydraulics Laboratory, which includes the Coastal Engineering Research Center, through the Chief of Engineers/Commander (“the Chief of Engineers”), U.S. Army Corps of Engineers (“the Corps of Engineers”), independent advice and recommendations on coastal engineering research priorities and additional functions as assigned by the Chief of Engineers.
3. Points of View: The Board, pursuant to 33 U.S.C. § 426-2, shall be composed of seven members. The DoD, pursuant to the authorizing legislation, shall appoint four officers of the Corps of Engineers to the Board as ex-officio appointments, with one position being occupied by the Deputy Commanding General for Civil and Emergency Operations, Corps of Engineers. The Chief of Engineers, in consultation with the Assistant Secretary of the Army (Civil Works), shall determine which three of the eight coastal division commanders shall be nominated as the other ex-officio members of the Board. The Chief of Engineers, in determining which of the coastal division commanders shall serve on the Board, shall consider the individual’s tenure as a division commander and his or her expertise in the matters before the Board.

The remaining three Board members shall be civilian engineers recommended by the Chief of Engineers for their expertise in the field of beach erosion, shore protection, and coastal processes and infrastructure.

The DoD, in selecting potential candidates for the Board, reviews the educational, experiential, and professional credentials of individuals and bases its selection on this review and the subject matters expected to be handled by the Board. The DoD has found that viewing the complex environmental issues facing the Board through an interdisciplinary advisory committee provides the Department and, more importantly, the American public, with a broader understanding of the issues on which subsequent policy decisions are based.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members who are not full-time or permanent part-time Federal officers or employees shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members.

Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the Board. The Board’s membership balance is not static and the

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Secretary of Defense or the Deputy Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the Board's Sponsor. The DoD, unless otherwise instructed by statute or presidential directive, does not use representative members on DoD-established or supported advisory committees.

4. Other Balance Factors: The three civilian engineers shall have expertise in the fields of beach erosion, shore protection, and coastal processes and infrastructure.
5. Candidate Identification Process: The Department of the Army, in selecting potential candidates to fill the three civilian Board members positions, reviews the educational and professional credentials of individuals with extensive professional experience and expertise in the fields of coastal engineering, beach erosion, shore protection, coastal processes and infrastructure, natural sciences (e.g., biological, ecological, etc.), and other related sciences. Potential candidates are identified through nomination by current or past Board members, senior scientists, senior officials, and project managers of the Corps of Engineers.

Once potential civilian candidates are identified, the Designated Federal Officer (DFO), in consultation with the Board's President and senior experts from the Corps of Engineers, reviews the credentials of each individual and narrows the list of potential candidates. The DFO will forward the list of potential civilian candidates to the Secretary of the Army, through the Chief of Engineers and the Assistant Secretary of the Army (Civil Works). During his or her review, the Secretary of the Army strives to achieve a balance between the professional credentials of the individuals and the subject matter likely to be reviewed by the Board.

The Chief of Engineers, in consultation with the Assistant Secretary of the Army (Civil Works), shall determine which three of the eight coastal division commanders shall be nominated as ex-officio members of the Board. The Chief of Engineers, in determining which of the eight coastal division commanders shall be nominated to serve on the Board, shall consider the individual's tenure as a division commander and his/her expertise in the matters before the Board. The choice of ex-officio members shall be reviewed in conjunction with the annual renewals.

Prior to consideration by the Secretary of Defense or the Deputy Secretary of Defense, the list of candidates undergoes a review by the Office of General Counsel of the DoD and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Army discusses his or her potential nominees with the Secretary of Defense or the Deputy Secretary of Defense and requests authorization to proceed with the appointments. Pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD established or supported advisory committees and subcommittees. The appointment of Board members will be authorized by the Secretary of Defense or the Deputy Secretary of Defense, and administratively certified by the Secretary of the Army in accordance with DoD policies and procedures.

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Following Secretary of Defense or Deputy Secretary of Defense authorization, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

The Secretary of the Army is authorized to administratively certify the appointment of the Board members that were previously authorized by the Secretary of Defense or the Deputy Secretary of Defense. Except for the Deputy Commanding General for Civil and Emergency Operations, Corps of Engineers ex-officio appointment, which is for the life of the Board, each appointment is for a term of service of one-to-four years. . The appointments of the three civilian Board members are subject to annual renewals.

Membership vacancies for the Board and any subcommittees will be filled in the same manner as described in the previous six paragraphs.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the Secretary of the Army and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the Secretary of the Army is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individuals appointment to the Committee or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the Secretary of the Army.

Subcommittee members shall not serve more than two consecutive terms of service unless authorized by the Secretary of Defense or the Deputy Secretary of Defense. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Committees, Boards, and Commissions (79 F.R. 27482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: March 1, 2017